

Offender Sexual Assault Response and Containment Checklist

Sexual Assault Preservation

Location:	Date:
Incident Commander:	Time:

Required Actions:

	Time	Initial	N/A
1. Notify Intelligence and Investigations Office of allegations.			
2. Notify local Law Enforcement agency that an alleged sexual assault has occurred.			
3. Secure location(s) where it is believed that the sexual assault occurred: <ul style="list-style-type: none"> • Post an individual at the scene(s) if the area cannot be completely sealed and secured. 			
4. Collect ALL clothing that the complainant and alleged victim are wearing. <ul style="list-style-type: none"> • Use trace evidence collection sheet. Require each offender involved to stand on sheet while removing clothing. • Place each piece of clothing in a separate brown paper bag (no plastic bags). • Document offender's name, date, time, total number of bags and item enclosed. • Place bags in a secure location. • Ensure chain-of-evidence is maintained on evidence card. 			
5. Take digital pictures/video of injuries to victim and suspect offenders immediately to record discolor and severity.			
6. Transport offenders separately to Infirmary for a preliminary medical examination.			

